

**CONFERENCES/SEMINARS**

**AUTHORITY FOR ATTENDANCE**

THIS FORM TO BE USED FOR COUNCILLORS (FOR ATTENDANCE BOTH IN AND OUTSIDE THE U.K.) AND FOR EMPLOYEES (OUTSIDE THE U.K. ONLY OR, IF ACCOMPANYING A COUNCILLOR, INSIDE THE UK)

|   |  |        |                             |
|---|--|--------|-----------------------------|
| <b>1. Title of Conference</b>   | LGA Annual Conference and Exhibition   |        |                             |
| <b>2. Organising Body</b>   | Local Government Association   |        |                             |
| <b>3. Location</b>  | Bournemouth  |        |                             |
| <b>4. Date(s)</b>   | 5-7 July 2016  |        |                             |
| <b>5. Councillor(s) recommended to attend</b>   | Councillor Ann Lucas (Leader of the Council)<br>Councillor Ken Taylor (Member of the Opposition)<br>Councillor Rupinder Singh (Member of the Labour Group)<br>Councillor Rachel Lancaster (Cabinet Member, Public Services)  |        |                             |
| <b>6. Employee(s) recommended to attend</b>   | Martin Reeves (Chief Executive)  |        |                             |
| <b>7. Cost per person, including travel, etc</b><br>(Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)   | <b>Delegate Fee</b>  | £495 + | VAT                         |
|   | <b>Accommodation</b>   | £93    | per night<br>(Total: £1023) |
|   | <b>Travel</b>  |        |                             |
|   | <b>Total</b>   | £3,752 |                             |
|   |  |        |                             |
| <b>8. Is participation at this event as part of a group</b>   | NO   |        |                             |
| <b>9. If so, how many people IN TOTAL will be attending the event as part of that group</b>   | Number   |        |                             |
| <b>10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense will be paid for by a Member or officer. If "YES" please state number.</b> | NO   |        |                             |
| <b>11. Source of Funding (FIS Code)</b>   | Corporate Member's Training Budget (10150)   |        |                             |
| <b>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</b>   | This Conference will enable Councillors to improve the delivery of public services to the citizens of Coventry through listening to government ministers, other public servants and elected members and learning from speakers, as well as networking and participating in workshops. The discussions this year will focus on finance, housing, devolution and health & social care.<br><br>Completed By/Signed: |        |                             |

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|--|--------------------|
|  | Date:              |
| 13. Is this conference part of an overall project involving further visits in the future?                | NO                 |
| 14. Recommendation of Cabinet Member/<br>Cabinet/Chair of any other City<br>Council Committee            | <del>YES</del> /NO |
| (a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council? | YES/ <del>NO</del> |

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| (b) Will Councillor attendance affect the decision-making processes of the Council? | YES/NO   |
| (c) Is attendance recommended?  | YES/NO<br>Signed:<br>Date:   |
| 15. Cabinet Member's recommendation   | YES/NO<br>Signed:<br>Date: 19/04/16  |
| 16. Leader's recommendation   | YES/NO<br>Signed:<br>Date: 19/04/16  |
| 17. Person responsible for booking conference following approval of attendance      | Name: YASSIR MAHMOOD<br>Department: RESOURCES<br>Telephone No: 024 7683 4113 |

THIS FORM SHOULD NOW BE RETURNED TO THE DIRECTOR OF CUSTOMER AND WORKFORCE SERVICES (Room CH 59)

FOR CUSTOMER AND WORKFORCE SERVICES DIRECTORATE'S USE ONLY

|                                |                        |
|--------------------------------|------------------------|
| <b>Decision</b>                | Cabinet Member/Cabinet |
| <b>APPROVED / NOT APPROVED</b> | Date:                  |

|  |               |             |
|--|---------------|-------------|
| <b>Notification to:</b>                        | <u>YES/NO</u> | <u>DATE</u> |
| (a) Officer responsible for booking conference |               |             |
| (b) Councillor attending                       |               |             |
| (c) Member of Management Board                 |               |             |
| (d) Members' Services                          |               |             |
| (e) Committee Officer                          |               |             |

|                                  |  |
|----------------------------------|--|
| <b>Date report back obtained</b> |  |
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| <b>Date of meeting of Scrutiny to receive report back</b> |  |
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